



NORTHAW & CUFFLEY PARISH COUNCIL

7 Maynard Place, Cuffley, Herts, EN6 4JA
01707 875825

MEETING	Full Council
MEETING DATE	9th September 2026
SUBJECT	Request to Increase Training budgets
AGENDA ITEM NO.	26/27-35c
REPORT BY	Sally Griffiths, Office Manager, Northaw and Cuffley Parish Council

01 BACKGROUND:

Currently the Councillor's training budget is set at £500.00 and the Staff training budget is set at £1,400.00.

Following the recent Internal Auditor report, requiring GDPR training be taken by all councillors, and with further requests from individual Councillors for access to additional training, it is proposed that the Councillor training budget is increased to £1,000.00 for the 26/27 period, with £500.00 removed from EMR 336 Contingency to cover this increase, reducing this reserve to £4,500.00.

Following a recommendation from the HR Committee for staff to complete as much training as possible in person, there is also a request for the staff training budget to be increased to at least £3,000.00. If the £1600.00 required were also removed from EMR 336 Contingency, it would further reduce this reserve to £2,900.00.

As more and more training is moved online, the cost for in-person training is increasing significantly and the availability of these courses is reducing.

In order to carry out in person training there is the possibility, for some subjects, that that Parish Council would have to host classes locally, resulting in additional room hire charges and increased course costs. Whilst some of these costs may be able to be mitigated by opening up the training sessions to outside individuals, there is no guarantee of local interest and therefore the full cost may have to be borne by the Council.

02 MOTION:

That Council resolves to transfer £500 from EMR 336 Contingency into the Councillor training budget and £1,600 from EMR 336 Contingency into the Staff training budget.



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Implications (completed by the Clerk)	
Staffing Implications	Co-ordination, arrangement of works and overseeing, will be completed in normal working hours
Council objectives	Meets objectives
Equalities and human rights	There are no equality or human rights issues
Crime & Disorder	There are no crime and disorder issues
Biodiversity	There are no biodiversity issues.
Financial	Decisions taken may lead to expenditure from ear-marked reserves.
Legal	LGA 1972 S111
Risk Management	No material risks exist.